



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 27, 2022

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Scott Pease, Joy Casperson, Liz Miller, Donna Maly, Donna Auchue, Muriel Harper, Dave Singer, Charlie Krupa (by Zoom), Ross Curry, and John Earl

Absent: None

Unexcused Absence: Sandy Wormet, John Atkinson, and Bob McClyman

Staff Present: Chris Utley, Wendy Schneider, Jeff Housker, and Jim Dahlke

Guests Present: Anna Sainsbury

Opening

1. John Earl called the meeting to order. He welcomed Columbia County appointed Elected Official, Liz Miller. Motion was made by Donna Maly to accept Liz Miller as a new board member. Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.** Liz gave a brief background of her previous experience with the agency.

After the Pledge of Allegiance, John asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world

Roll call was taken with 10 members present.

Motion was made by Donna Maly to adopt the April 27, 2022 meeting agenda. Seconded by Scott Pease. Passed unanimously. **MOTION CARRIED.**

John welcomed staff members Chris Utley, Wendy Schneider, Jeff Housker, and Jim Dahlke. He also welcomed State of Wisconsin, Department of Children and Families, Community Services Block Grant (CSBG) Manager, Anna Sainsbury.

Motion was made by Donna Auchue to adopt the February 23, 2022 meeting minutes with the following revisions on page 6, "...in Adams, however **have** those positions...." and "...at an interest rate **at of** 6.812%...". Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

2. **President's Comments**

John welcomed State of Wisconsin, Department of Children and Families, Community Services Block Grant (CSBG) Manager, Anna Sainsbury. Anna mentioned that a federal requirement of the grant is on-site monitoring which is done once every three years, and also described her responsibilities and guiding principles. She has been in her position for four years and has monitored all 18 Community Action Agencies in the State; we were the very first agency she ever monitored. She mentioned virtual training for staff and board members coming up at the WISCAP conference the third week of May. Anna's email address is anna.sainsbury@wisconsin.gov and phone number (608) 422-6270.

John thanked Anna for her presence at the meeting today. He expressed appreciation and mentioned that the board, Fred, managers, and staff have done a great job continuing to provide programs and services to clients through the pandemic. Things are finally getting back to normal, however we are still waiting for our new Elected Officials from Juneau and Sauk counties.

3. **Executive Director's Report**

Fred thanked John and all board members for their time and commitment to the agency. He also welcomed new board member Liz Miller and thanked Anna Sainsbury for her presence at the meeting and for being an advocate for our agency. Fred described the tri-partite board including one-third Elected Officials, one-third Special Interest Group Representatives, and one-third Low-Income Representatives. Normally the Low-Income Representatives are voted in at food pantry elections which take place every other year; elections did not take place last year due to the pandemic. Fred recognized former Low-Income Rep board member, Ila Prindle, and the generous monetary donation she made to the agency which truly came from her heart. Fred gave a background of the Adams-Friendship Gift of Years Senior Village. To buyout the WHEDA mortgage, the total loan amount we need to borrow from the Bank of Mauston is \$394,360. We will pay taxes on the property in the amount of \$18,000 through 2024. Our 2021 WIPFLI audit will begin next week. Donna Maly gave an update on our American Rescue Plan Act (ARPA) funding application for a Men's Shelter in Dodge County. Robin Dunham is our new agency Receptionist. Fred mentioned his participation on the Juneau County Affordable Housing Committee.

Motion was made by Liz Miller to accept the Executive Director's Report of April 27, 2022 as presented. Seconded by Scott Pease. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

Jim Dahlke presented the Statement of Revenue and Expenses for year ending December 31, 2021. Revenues reflected an amount of \$10,043,400 and expenses reflected an amount of \$9,017,861. Restricted Excess Revenue reflected an amount of \$716,529 and Unrestricted Excess Revenue reflected an amount of \$309,010.

Motion was made by Muriel Harper to accept the April 27, 2022 Budget & Finance Report as presented. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

5. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of March 11, 2022. Charlie Krupa called the meeting to order. Roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the January 14, 2022 PBP Committee meeting. Ed presented the Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Joy presented the Property Managers Report with a 94% occupancy rate. The RHD Report was completed for Gift of Years, and they recently met our compliance person for the property who is very helpful. Susan Kelso has been a great addition to the unit. They are working on setting up boiler inspections through the State. Fred mentioned in a few years we will also be acquiring Adams-Friendship Senior Village II and Mauston Senior Village from CAP Services. Fred updated the committee on Dells Office expansion ideas. As of April 1st, we will have 10 of the 11 units filled at Fait Family Apartments; three of the garages remain empty. We will be having the Fait Apartments Grand Opening today immediately following the committee meetings. With the New Beginnings meeting postponed to a later date, Donna Maly did not have an update on Homeless Issues, however did mention they have three openings to fill on their Board of Directors. Fred mentioned that we submitted a request to Dodge County for ARPA funding to purchase a building to be used as a Men's Shelter. The meeting was adjourned. The next meeting will be held on May 13, 2020.

PBP Committee Meeting Approval: Motion was made by Scott Pease to accept the PBP Committee report of March 11, 2022. Seconded by Donna Auchue. Passed unanimously. **MOTION CARRIED.**

Full Board Approval: Motion was made by Donna Maly to accept the PBP Committee report of March 11, 2022. Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

b. EPF&A Committee

John Earl asked board members to review the EFP&A Committee report of March 11, 2022. Charlie Krupa called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the February 11, 2022 EPF&A Committee meeting. Fred updated the committee on Personnel Issues. Two new hires: Susan Kelso, Property Manager, and Lynette Ives, Vaccination Project Staff. The Wisconsin Help for Homeowners Program (WHH) has rolled out with three current staff being assigned to the project. We continue the search for a Receptionist. The Finance Report will be presented at the next meeting. Fred updated committee members on the WHEDA Mortgage Buy-Out which is planned for the end of April. Letty Castillo is searching for an agency vehicle for the Beaver Dam office. The Bob Fait Family Apartments Grand Opening will take place immediately following our committee meetings including lunch, program with Muriel Harper as emcee, travel to the site, ribbon cutting, tour of building, and pictures. Fred recognized our maintenance staff Dale Casperson and Gary Zimmer. The meeting was adjourned. The next meeting will take place on Friday, April 8, 2022.

John Earl asked board members to review the EFP&A Committee report of April 8, 2022 meeting minutes. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the March 11, 2022 EPF&A Committee meeting. Charlie Krupa expressed appreciation to Muriel Harper for the great job she did as our emcee for the Fait Family Apartments Grand Opening event. Fred reported on Personnel Issues. Two issues referred to insurance include a volunteer fall at our Adams Food Pantry and a guest fall at Wyona Lake Apartments. Fred also reported that a friend of someone who is being evicted fell on the stairs at one of our Beaver Dam apartments. Committee members reviewed the 2021 year-end financial statements. The Statement of Revenues and Expenses reflected \$10,230,704 in revenues and \$9,209,021 in expenses. The Balance Sheet for year ending December 31, 2021 and Monthly Cash Balances Sheet from October 2021 to February 2022 were also reviewed. Fred gave a background of the development of Kenwood Properties. The current Kenwood Board of Directors meets two to three times per year, and board members include: Fred Hebert-President, Joy Casperson-Treasurer, and Donna Lynch-Secretary. The property is running well with an extremely low vacancy rate. The Kenwood Audit was recently completed with success. Moving forward, this audit will be separated out from the CWCAC Audit with Kerri Lentz managing the financials. Donna Maly provided an update on the Dodge County American Rescue Plan Act (ARPA) request process. Committee members reviewed and discussed proposed revisions to our Personnel Policy Manual and Conflict of Interest Policy which came about as a result of the Emergency Solutions Grant - Coronavirus (ESG-CV) Program monitoring review. Motion was approved by unanimous vote to make the following changes: 1) **Personnel Policy Manual**; Add statement to the Drug-Free Workplace Policy, "*The Division*

Chris Utley reported on the Weatherization unit. He mentioned that the State report regarding Savings to Investment Ratio revealed that in comparison to other Community Action Agencies that do Weatherization, we are ranked number one. March was a very good month for Weatherization as they had 34 completions and \$259,156 in expenditures. This put us them on track for successful completion of their contract, which is especially encouraging as they have been operating short staffed for the last five months. They have been able to increase production by working a lot of Fridays and have been more effective at scheduling their jobs. They have also taken steps to reduce the number of deferrals. Their new hire, Judi Martinez, is splitting time between Weatherization accounting and finance. Weatherization Crew Worker, Brandon Erickson, was sent to auditor training which will provide a better understanding of the scientific principles and building science as it relates to Weatherization. The estimate for additional funds coming to the program with the start of the new contract on July 1st has been revised downward somewhat. We now anticipate approximately \$280,000 in additional funding. Chris was contacted by a representative from Wisconsin Public Power, Inc. about the possibility of initiating some new energy conservation programs for their customers in Columbus and Prairie du Sac. They will be meeting soon to discuss these new opportunities. Supply chain issues are still a big problem. They are waiting nine months and longer sometimes for refrigerator and freezer deliveries. The cost of lumber, insulation and other supplies continues to rise and certain products are very hard to get.

Wendy Schneider reported on the Homeless Unit. Continued programs include Project Chance Rapid Re-Housing; Tenant Based Rental Assistance; Sauk County Rapid Re-Housing; Dodge County Rapid Re-Housing; United Way Crisis Assistance for Dodge County, Adams, Wisconsin Dells, and Baraboo; FEMA for Juneau & Dodge Counties and New Beginnings Motel Vouchers; National Exchange Bank Crisis Funding for Columbia and Dodge Counties; and Emergency Shelter Grant - COVID funds. We will need to change house managers at the New Beginnings Homeless Shelter; they are working with Dodge County Interagency for Shelter options and the Youth Program; and are also reviewing Men's Shelter options. We continue to administer Wisconsin Emergency Rental Assistance (WERA) and WERA II funds to households whose income was affected by COVID. We assist with rent arrears, late fees, lot fees, utilities, and can pay three months ahead on rent as long as it does not exceed 18 months. Since March 2021, CWCAC has provided assistance to 1,244 households in the amount of \$4,000,150. Mortgage assistance is now happening; three current staff are processing those requests. The Baraboo Homeless Shelter Manager, Nicole Tidwell wrote and received a grant for \$34,000. Sauk County has been a great support. SSM Health will be providing \$50,000 through a grant and Scott Construction donated \$20,000 and will be paving the parking lot in the spring. They currently have two live-in house managers and an intern who is helping out. Angel Smith is performing WIOA and IL so we are in the process of hiring a part-time assistant. The Balance of State Continuum of

Care received \$7.7 million to end youth homelessness. She has worked with this Youth Homelessness Demonstration Grant at least two hours per week since January. They are holding Youth meetings as well as adult meetings to determine the needs of homeless youth (to 24 years), and writing for funding to alleviate this challenge. There is continual monitoring in all programs.

Lisa Williams was unable to attend the meeting. We currently administer the Section 8 Housing Choice Voucher Program as an agent of WHEDA in the following areas: Adams, Burnett, Columbia, Jefferson, Iron, Price, Rusk, Taylor, and Washburn counties and the City of Eau Claire; we also have units in Dane and Iowa counties. For the month of April, we had 642 Section 8 vouchers and paid a total of \$279,662.62. The TEFAP report for month ending March 2022 reflected 3,306 households, and 7,969 individuals assisted with 366,363 pounds of food;

Motion was made by Liz Miller to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of April 27, 2022. Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

*****BREAK (10 minutes)***

7. **Unfinished Business**

Motion was made by Scott Pease to accept the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of approving the 2020 Form 990 as presented." Seconded by Donna Auchue. Passed unanimously. **MOTION CARRIED.**

Motion was made by Charlie Krupa to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of accepting the 2022-2026 Agency Strategic Plan." Seconded by Liz Miller. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit Committee recommendation of accepting the following effective April 27, 2022: ***Bob McClyman - Columbia County***- Special Interest Group Representative - Landlord Representation (Currently an Elected Official on the CWCAC Board of Directors) & ***Ross Curry - Sauk County*** - Low-Income Representative. (Currently an Elected Official on the CWCAC Board of Directors)." After discussion, motion was made by Muriel Harper to amend the motion by striking "(Currently an Elected Official on the CWCAC Board of Directors)." Seconded by Donna Maly. Passed unanimously. Motion was made by

Dave Singer to approve the motion as amended. Seconded by Liz Miller. Passed unanimously. **MOTION CARRIED.**

Motion was made by Charlie Krupa to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit (EPF&A) Committee recommendation of making the following revisions which are a result of the Emergency Solutions Grant - Coronavirus (ESG-CV) Program monitoring review: **Personnel Policy Manual:** Add statement to the Drug-Free Workplace Policy: **The Division of Energy, Housing, & Community Resources will be notified within 10 days if an employee is convicted of a criminal drug violation in the workplace.** **Conflict of Interest Policy:** Add statement to 2.3 Disclosure and Management of Conflicts of Interest: **2.3 Disclosure and Management of Conflicts of Interest -** Should an appearance of impropriety or actual conflict of interest exist, appropriate actions must be taken, which will vary depending upon the particular facts. The employee involved in the conflict situation must work cooperatively with their manager to achieve a resolution of the conflict issues in the best interests of the agency, as requested by the agency. This may include the employee being removed from a position of decision-making authority with respect to the conflict situation or other more serious actions, depending upon the nature of the conflict. ~~Possible conflicts regarding the Emergency Solutions Grant - Coronavirus (ESG-CV) funded programs must be referred to the Division of Energy, Housing, & Community Resources for review.~~ **The Division of Energy, Housing, & Community Resources will be alerted to any conflict of interest regarding any DEHCR funded or administrated program.**" Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

8. **New Business**

None

9. **Next Meeting**

Wednesday, June 22, 2022 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

April 28, 2022

Date